

## **INSTRUCTIONS FOR ONLINE RENEWAL OF PRENEED SALE AGENT REGISTRATIONS**

### **1. View the current appointment list on our Web site or on NIPR's CARR Report:**

ALDOI website: (<http://www.aldoigov>). Click on "Online Services" and then "Company Search". Enter your company name and click the 'Submit' button. Find your company in the list and click 'Appointments' to obtain a list of active appointments. Appointments cannot be terminated from ALDOI's website.

### **2. Terminate preneed sales agents no longer employed after viewing the list of active appointments:**

You may terminate agents via fax, email, or regular mail through the Department:

Fax: 334-241-4138  
E-mail: [preneed@insurance.alabama.gov](mailto:preneed@insurance.alabama.gov)  
Mail: Alabama Department of Insurance  
P.O. Box 303351  
Montgomery, AL 36130-3351

If you wish you may terminate agents electronically. Go to the NIPR's CARR Report at: (<http://www.nipr.com>). On the left side under products and services select log in to PDB. Once logged in, choose "Company Appointment Reconciliation Report (CARR)" under the list of reports available. Any unwanted appointments can be terminated using the CARR Report. If you do not have a PDB login for your company, please contact the NIPR Marketing Department at 816-783-8467 or [marketing@nipr.com](mailto:marketing@nipr.com). NIPR charges a \$50 fee to review the CARR report and a \$1.53 per termination fee. Paying the \$50 allows you to terminate agents online for 30 days.

**Please Note: You Do Not Have To Use The Carr Report To Terminate Preneed Sales Agents.**

### **3. Print and pay the invoice on or after February 15, which is the date that invoices are posted on the website. Make a copy of the invoice and receipt/payment confirmation for filing with your Application for Renewal of Preneed Certificate of Authority:**

- Go to <http://www.nipr.com>
- Click on the link "Company Appointment Renewals" (left-hand column).
- Click on "Continue to Appointment Renewals."
- Select the "agree" button at the bottom of the Use Agreement page.
- Search for the renewal billing by choosing the State of Alabama and entering the company CoCode, or the FEIN, or search by the company name. .
- After entering information identifying yourself as the authorized submitter, the company appointment renewals will be displayed. You can print/pay the invoice; view the list of appointment renewals; print the list; download the list as text (delimited); and download the list as XML.
- If you are paying by credit card (Visa, MasterCard, or American Express) the process will be entirely electronic. An appropriate receipt will be displayed for you to print for your records.
- If you are paying by E-Check (Paper check payments will not be accepted), some banks or companies may require a pre-authorization to use the electronic check service. If you need to set up this service with your financial institution, this NIPR ACH-ID will be required: ACH-ID-9431763793.
- Help screens and NIPR Customer Support are available to guide you through the process.

#### **The costs involved with the electronic appointment renewal process are:**

Effective November 1, 2011, NIPR will be increasing the fees charged for Company Appointment Renewal Invoicing. This unique product supports regulatory requirements related to a carrier's renewal of producer appointments.

The NIPR processing fee will equal 1% of total fees charged with a minimum of \$5.00 and a maximum of \$1,000.00.

*If you have any questions regarding the appointment continuation process, please contact:  
NIPR Customer Service at 816-783-8468 or the Preneed Division at 334-240-4420 or  
[preneed@insurance.alabama.gov](mailto:preneed@insurance.alabama.gov).*